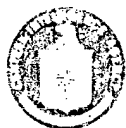


Central Intelligence Agency

OIA FILE

HASC



Washington, D. C. 20505

OCA 89-1076/1

30 MAR 1989

Mr. G. Kim Wincup
Staff Director
House Armed Services Committee
Washington, D. C. 20515

Dear Mr. Wincup:

As you are well aware, the number of Agency briefings given both the Members and staff has increased substantially in recent years. In particular, the Agency has attempted to provide Congress with timely intelligence reviews bearing on the most sensitive policy issues, often at the TS/Codeword level.

It has recently been brought to my attention that staffers, and in some cases Members, routinely take notes at such sessions, despite the lack of proper storage facilities. While recognizing the Committee's legitimate need for such briefings, I am concerned that we adequately protect the sensitive information imparted during these exchanges. I ask the Committee and staffs' cooperation in ensuring that no notes be taken during that portion of the briefing where codeword material is being discussed and that the number of note takers, in general, be restricted during such briefings.


The Office of Congressional Affairs will assist in any way it can to make the ground rules clear to all participants. In setting up such briefings, staffers will be reminded of the sensitive nature of the material and the need to limit the number of note takers. During the briefing, either the speaker or a representative from our office will highlight those areas of the presentation where codeword material is involved and where notes should not be taken.

I am confident that working together we can avoid future problems or the necessity of storing these notes at the Agency. If you have any questions on this please feel free to contact me.

STAT

Sincerely,

SIGNED


Acting Director of Congressional Affairs

OCA/HA/MSN: SGB (29 Mar 89)

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